In-Country Translation Reviews

Version 1.3 | 2025

Guidelines

Introduction

In many cases, translations are being handled centrally within an organization whereas the experts for a particular target market are located in their respective countries.

This document is intended to facilitate the efficient review of translated documents by subject-matter experts within your organization (usually from product, sales or marketing management) by offering suggestions and guidelines that have been proven successfull in the past.

General remarks before you start reviewing

The content/document that you will be receiving or that you have already received is a foreign-language version of the original document. It has been translated into your language and revised by experienced technical translators. This means that both the structure and the content of the text correspond exactly to the structure and the content of the original text.

The purpose of a review by you as an expert for your products and the respective target market is to optimize the quality of the translated document. Quality in this regard is defined as accuracy in terms of meaning and content plus the use of preferred/approved terminology – i.e. your own vocabulary.

We aim to make the review process as smooth and quick as possible. For this reason, we usually provide the text to be reviewed in an online tool or in a well-prepared standard file format like .rtf, .docx, etc.

If this is not possible for technical reasons, you will receive a PDF document to review. In this case, please comment your changes directly in this PDF (do not record errors in a separate document).
Below, you will find detailed instructions on how to efficiently create unambiguous comments in a PDF file using the tools available in Adobe Acrobat Reader DC.

After your review, we will assess your changes and adjust the translated document accordingly. To ensure an efficient processing, it is important that your changes are clear and unambiguous (please do not send comments in handwriting on printouts or in separate documents).

Accuracy of meaning and content

As is the standard in the translation industry today, translations are processed with Translation Memory software, i.e. using a tool storing previous translations so as to re-use them whenever relevant, thus avoiding inconsistencies from one text to another plus increasing turnaround times and reducing costs.

These tools all work on a segment level (mostly sentence level) and only if the segment pairing of source segment to target segment is maintained, then these benefits can also materialize in the future.

Therefore, it is important that you do not add or delete any parts of the translated text that carry meaning. Check for overall clarity and understandability of the document. Please keep in mind that style of speech usually is a subjective issue and that rewriting the text to your personal preference would require additional time on both ends and add unnecessary additional expenses.

However, we always welcome general feedback on style in order to take this into consideration for future translations. This way your team's stylistic preferences can also be reflected more and more in our translations.
Please provide general feedback and/or preferences regarding style in a separate document.

Terminology

In most cases, specific terminology is approved and released in advance. Therefore, terminology should be modified only if a term is definitely inaccurate or not understandable.

If you do not have access to the applicable terminological database (via a dedicated application or from your company's intranet), please get in touch with your project contact.

Please resist the temptation to request preferential terminology changes, i.e. to synonyms or terms with an alternative wording but no significant difference in meaning. This will help to avoid unnecessary additional expenses.

Grammar and spelling

In general, the translation delivered to you for your review should be free of formal errors. However, if you spot grammar, spelling or punctuation errors, we would appreciate it if you could point them out in a comment, so that we can correct them before the final release.

Summary

- Please focus on verifying that the translation is accurate in terms of meaning and content.

- If you understand the source language, it is recommended to compare the translation against the source language text before making a change.

- Please verify that the approved terminology has been applied consistently.

- Please indicate any spelling or punctuation errors that you come across.

- Please do not rephrase the translation for purely stylistic reasons.

- Please do not add or remove text.

- In case you are able to compare the translation against the source language text, please do not alter text in a way that it doesn't exactly match the meaning of the source.

- Please do not change approved terminology.

- If you feel that a term should be changed, please get back to us so that we can discuss if a change is possible and what impact it might have on other content/materials.

We would like to emphasize again that we appreciate your feedback and rely on it in order to constantly improve the quality of our translations for your communication.
By following the suggestions in this document we can optimize the review workflow in a way that requires minimum effort from you while getting the essential and important feedback to us.

Thank you for your time.

Commenting tools in Adobe Acrobat Reader DC

To ensure that your review can be processed efficiently and does not generate misunderstandings or additional costs when changes are implemented, please proceed as described below.

Select the "Comment" function in the sidebar on the right:
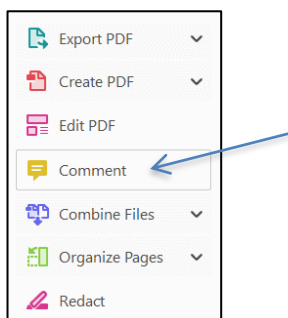
Please use only the following tools to indicate that text should be edited:
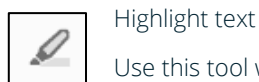
Delete text

Replace text

Insert text

Tools for additional comments:

Highlight text

Use this tool when your comment relates to a specific section of text but does not require editing the text itself, e.g. formatting or hyphenation. Mark the relevant text and add a meaningful comment, e.g., "bold", "regular", "insert line break", "hyphenation: hy-phen-a-tion".

Sticky note

Use this only when commenting text that is not selectable/editable or elements that are not text, e.g. graphics/screenshots.

Thank you for your help and attention.

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